



VILLAGE OF KIMBERLY BOARD MEETING AGENDA

**Monday, December 01, 2025 at 5:00pm
Rick J. Hermus Council Chambers
515 W. Kimberly Ave.
Kimberly, WI 54136**

- 1. Call to Order**
- 2. Roll Call**
- 3. Moment of Silent Reflection, Pledge of Allegiance**
- 4. President's Remarks**
- 5. Approval of November 17, 2025 Meeting Minutes**
- 6. Unfinished Business for Consideration or Action**
 - a. None
- 7. New Business for Consideration or Action**
 - a. Site & Architectural Review- Kim-Com Promotions LTD (PaperFest) located at 141 N Clark St
 - b. Purchase HAL Adult Airway and CPR Trainer
 - c. Certificate for Payment #4 to Blue Sky Contractors, LLC in the amount of \$28,697.17 for the Municipal Salt Storage Building
 - d. Aspen Birch Room Refresh Project

8. Public Participation

9. Closed Session

The village board will meet pursuant to State Statute 19.85(1)(e) to conduct specific public business in which competitive or bargaining reasons require a closed session related to police services and properties located in TID No. 6. The village board will also consider qualifications for a specific position under 19.85(1)(c).

The board may reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes for possible action on the closed session matters.

10. Action on Closed Session matters (if any)

11. Adjournment

Village Board Meeting Virtual Information

December 1, 2025 at 5:00pm

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/939574157>

You can also dial in using your phone.

Access Code: 939-574-157

United States (Toll Free): 1 866 899 4679

- One-touch: tel:+18668994679,,939574157#

Any person wishing to attend the meeting who because of their disability is unable to attend, is requested to contact the ADA Coordinator at 920-788-7500 at least 48 hours prior to the meeting so that reasonable accommodation may be made.

**VILLAGE OF KIMBERLY
BOARD MEETING MINUTES
11/17/2025**

A meeting of the Kimberly Village Board was called to order on Monday, November 17, 2025 at 5:00pm in the Rick J. Hermus Council Chambers, 515 W. Kimberly Ave by President Kuen.

Board Present: President Chuck Kuen, Trustees Tom Gaffney, Dave Hietpas, Mike Hruzek, Norb Karner, Lee Hammen, and Marcia Trentlage
Board Excused: None
Staff Present: Clerk-Treasurer Jennifer Weyenberg, Administrator/Director of Public Works Danielle Block, Community Development Director Sam Schroeder, Community Enrichment Director Holly Femal, Library Director Holly Selwitschka, and Fire Chief Chad Smith
Others Present: Lt Wery of Fox Valley Metro

President's Remarks

President Kuen mentioned there is no meeting on the upcoming Monday, the next meeting will be held the first Monday in December.

Approval of Minutes from the 11-10-2025 Meeting

Trustee Hammen moved, Trustee Gaffney seconded the motion to approve. Motion carried by unanimous vote of the board.

Unfinished Business

None

New Business

Approve Bills & Claims from 10/17/2025-11/12/2025 in the amount of \$730,499.41

Trustee Trentlage moved, Trustee Hammen seconded the motion to approve. Motion carried by unanimous vote of the board.

Receive Minutes of Boards and Commissions

Water Commission minutes from 10/14/25, Library Board minutes from 09/15/25, and Plan Commission minutes from 09/16/25. There was no discussion or action taken on this item, the minutes will be filed as presented.

Reports

The reports from the Interim Chief of Police, Fire Chief, Administrator-Director of Public Works, Community Development Director, Community Enrichment Director, Library Director, and Clerk-Treasurer were presented. The reports are on file with the Village Clerk's Office.

Public Participation

None

Closed Session

Trustee Hammen moved, Trustee Trentlage seconded the motion to enter closed session pursuant to State Statute 19.85(1)(e) to conduct specific public business in which competitive or bargaining reasons required a closed session related to properties located in TID No. 6. Motion carried by unanimous vote of the board at 5:13pm.

Trustee Hammen moved, Trustee Karner seconded the motion to reconvene into open session. Motion carried by unanimous vote of the board at 5:30pm.

No action was taken on closed session matters.

Adjournment

Trustee Karner moved, Trustee Gaffney seconded the motion to adjourn. Motion carried by unanimous vote of the board at 5:31pm.

Jennifer Weyenberg
Village Clerk-Treasurer

Dated 11/18/25

Drafted by: ELZ

Approved by Village Board: _____



Village of Kimberly Request for Board Consideration

ITEM DESCRIPTION: Site & Architectural Review – Kim-Com Promotions LTD (Paperfest) located at 141 N Clark Street
REPORT PREPARED BY: Sam Schroeder, Community Development Director
REPORT DATE: December 1, 2025
ADMINISTRATOR'S REVIEW / COMMENTS: <div style="margin-left: 40px;"> No additional comments to this report _____ See additional comments attached _____ <u>STS</u> _____ </div>
<p>EXPLANATION: Kim-Com Promotions, aka Paperfest, has submitted a site review application to convert the former Hitters Bar property at 141 N Clark Street into the principal headquarters of Paperfest including offices, conference/training room spaces, and both indoor and outdoor storage.</p> <p>The property totals 1.2 acres, zoned B-1, general business district. The existing building totals 7,512 square feet.</p> <p>Upon acquisition and approval, according to the application, plans and narrative, the Applicant would look to transform the exterior and interior of the facility as its principal location including painting the entire exterior, adding windows, adding a large garage door to the west facade, remodeling the interior to include a large cold storage area, meeting rooms, restrooms and offices.</p> <p>Attached to this staff report includes:</p> <ul style="list-style-type: none"> A. Plan Commission Staff Report B. Project Description C. Plan Drawings <p>Additional Comments:</p> <p>The Plan Commission did discuss the use of the grass area south of the building, the concrete jersey barriers including the pros and cons of them staying or going and the timing of the parking lot being restored. The Plan Commission directed staff to review the ordinance as it relates to the completion of the parking lot.</p> <ol style="list-style-type: none"> 1. Upon review of the ordinance, neither the previous nor the updated ordinance touches base on the timing of the parking or driveway are being installed or resurfaced. At this time any enforcement would be carried out through a public nuisance ordinance. If desired, the Board could add a condition on the completion of the restorations of the lawn south of the building and the completion of the parking lot. <p style="margin-left: 40px;">Examples would include prior to occupancy, with “x” months of occupancy, by date certain, or by year end.</p>

RECOMMENDED ACTION: Approve the site plan and architectural components for Kim-Con Promotions, aka Paperfest located at 141 N Clark Street as presented, contingent upon the following:

1. The noted terrace tree to be removed shall remain.
2. Areas not identified as outdoor storage or parking shall be stripped of any gravel, topsoiled and shall be restored with grass. Any future use of this area shall require the review by the Village Staff.
3. A grading and drainage plan shall be provided and approved by Village Staff to ensure proper drainage of the site and parking prior to restoration.
4. Any new lighting shall be full cut off and meet Village Ordinances.
5. Any new signage shall require a separate permit and approval by the Village Staff.
6. Any dumpster or refuse shall be enclosed, aesthetically constructed similar to the building, and out of view from off premise.
7. Minor modifications to the building and site plan are permitted with Village Staff review and approval.



Village of Kimberly Request for Plan Commission Recommendation

ITEM DESCRIPTION: Site & Architectural Review – Kim-Com Promotions LTD (Paperfest) located at 141 N Clark Street

REPORT PREPARED BY: Sam Schroeder, Community Development Director

REPORT DATE: November 18, 2025

EXPLANATION: Kim-Com Promotions, aka Paperfest, has submitted a site review application to convert the former Hitters Bar property at 141 N Clark Street into the principal headquarters of Paperfest including offices, conference/training room spaces, and both indoor and outdoor storage.

The property totals 1.2 acres, zoned B-1, general business district. The existing building totals 7,512 square feet.

Upon acquisition and approval, according to the application, plans and narrative, the Applicant would look to transform the exterior and interior of the facility as its principal location including painting the entire exterior, adding windows, adding a large garage door to the west facade, remodeling the interior to include a large cold storage area, meeting rooms, restrooms and offices.

Attached to this staff report includes:

1. Site Plan Review Application
2. Project Description
3. Plan Drawings

Scope of Project – Reference Project Description and Plans for additional insight.

1. 7,512 square foot building including a 2-hour firewall separating 5,480 square feet of indoor storage with 2,032 square feet of office use. Use of the facility would go to support the coordination of Paperfest with nominal use throughout the year with more training and activity closer to the annual event.
2. Improved exterior – paint the existing façade, new shingles, added windows, and added garage door on west façade for access into the indoor storage.
3. Resurface the parking area to include 14 marked parking stalls.
4. Add an outdoor storage area east of the building. Said storage area would be graveled, fenced with an 8-foot tall, slated chain link fence screening the storage from off premise view.
5. Add landscaping around the fronts of the building, restore the area south of the building to grass and add landscaping between the parking area and the sidewalk.

Staff has completed a review of the site for compliance with the Kimberly Municipal Code whereas the proposed project substantially meets code and notes the following:

1. **Outdoor Use and Storage.** The applicant has indicated that the graveled/grass area south of the building would be restored to grass. Per the Applicant there is no use planned at this time for this area currently or during the weeklong event in the summer. Staff is recommending that any off-premise storage, including the RV would be removed. Furthermore, the Applicant is looking at

adding outdoor storage to the east of the building. This area would be screened with an 8-foot slated chain link fence. Areas leading up to the storage would be hard surfaced.

2. **Lighting.** The Applicant has noted no additional lights would be added and they would only use existing soffit or recessed lights. Any modifications beyond the proposed would require these to be brought up to code.
3. **Parking Lot.** The parking lot after being neglected for so long, is in need of repair. The Applicant shall resurface the parking lot to ensure a safe and maintained surface.
4. **Landscaping.** The applicant is proposing to add some landscaping around the building as well as a few trees between the parking area and the sidewalk. Future landscaping would also be added around a future freestanding ground sign. The Applicant has requested that the Village remove a terrace tree due to concerns of the future aesthetics of the tree under the power lines as well as the symmetry of the site. This was reviewed by the Public Works staff and was denied as the tree is deemed to be healthy.
5. **Utilities.** It is believed that the building is currently served by inactive laterals. These laterals shall be inspected and meet code prior to occupancy of the structure.
6. **Dumpster.** The proposed plans do not indicate any location for exterior refuse. Staff recommends that any dumpster pad or refuse location to be screened and not visible to offsite view.
7. **Building Inspections and Approvals.** Building plan review and inspections, will be completed by the Village of Kimberly. All necessary permits shall be applied for prior to additional work being done.

RECOMMENDED ACTION: Staff recommends approval of the site plan and architectural components for Kim-Con Promotions, aka Paperfest located at 141 N Clark Street as presented, contingent upon the following:

1. The noted terrace tree to be removed shall remain.
2. Areas not identified as outdoor storage or parking shall be stripped of any gravel, topsoiled and shall be restored with grass. Any future use of this area shall require the review by the Village Staff.
3. A grading and drainage plan shall be provided and approved by Village Staff to ensure proper drainage of the site and parking prior to restoration.
4. Any new lighting shall be full cut off and meet Village Ordinances.
5. Any new signage shall require a separate permit and approval by the Village Staff.
6. Any dumpster or refuse shall be enclosed, aesthetically constructed similar to the building, and out of view from off premise.
7. Minor modifications to the building and site plan are permitted with Village Staff review and approval.



Paperfest

PLAN REVIEW – NARRATIVE

The property at 141 North Clark Street has a long tradition as a community gathering place. It began as Dietzen's Pub, later operated as a supper club, and most recently as Hitters Sports Bar. The third addition included a large open room with a stage and dance floor, one of the first venues in the area to feature live music. The building has been vacant for some time and is in need of renovation, presenting an opportunity to bring new life to an underused property.

The building's new use will be the headquarters for Kim-Com Promotion, the volunteer-run 501(c)(3) nonprofit organization best known for producing Paperfest. The facility will primarily serve as office, meeting, training, and equipment storage space to support year-round volunteer coordination and event planning.

Planned exterior improvements include painting the building in modern neutral tones of light gray with charcoal/black accents, enhanced landscaping, and a screened fenced area at the rear for aesthetic outdoor storage.

The facility will have very limited hours of operation. Regular use will consist of weekly volunteer committee meetings on Monday evenings (6:30–9:30 p.m.) and occasional daytime meetings. Additional training sessions will occur in the weeks leading up to Paperfest each July. Traffic generation will be light and comparable to a small office with a peak during the week of Paperfest.

By consolidating its operations under one roof, Kim-Com Promotion will reduce ongoing costs, improve volunteer training and safety, and strengthen its ability to deliver community events. This project honors the building's history of community and live music while creating a modern, functional base for a nonprofit whose mission is to give back, all made possible through the generosity and in-kind support of many local sponsors.



CONCEPT ONLY - NOT FOR CONSTRUCTION

BUILDING INFORMATION

Building Size: 7,512 SF (office: 2,032, storage: 5,480)

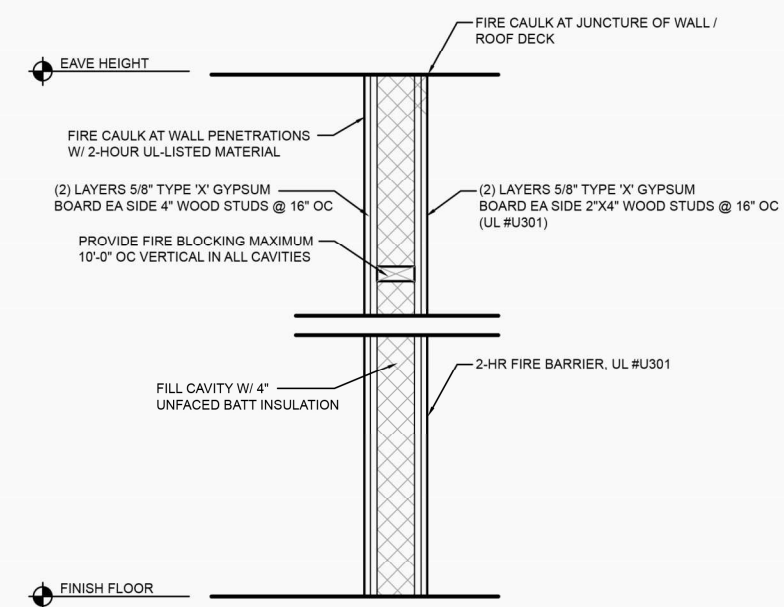
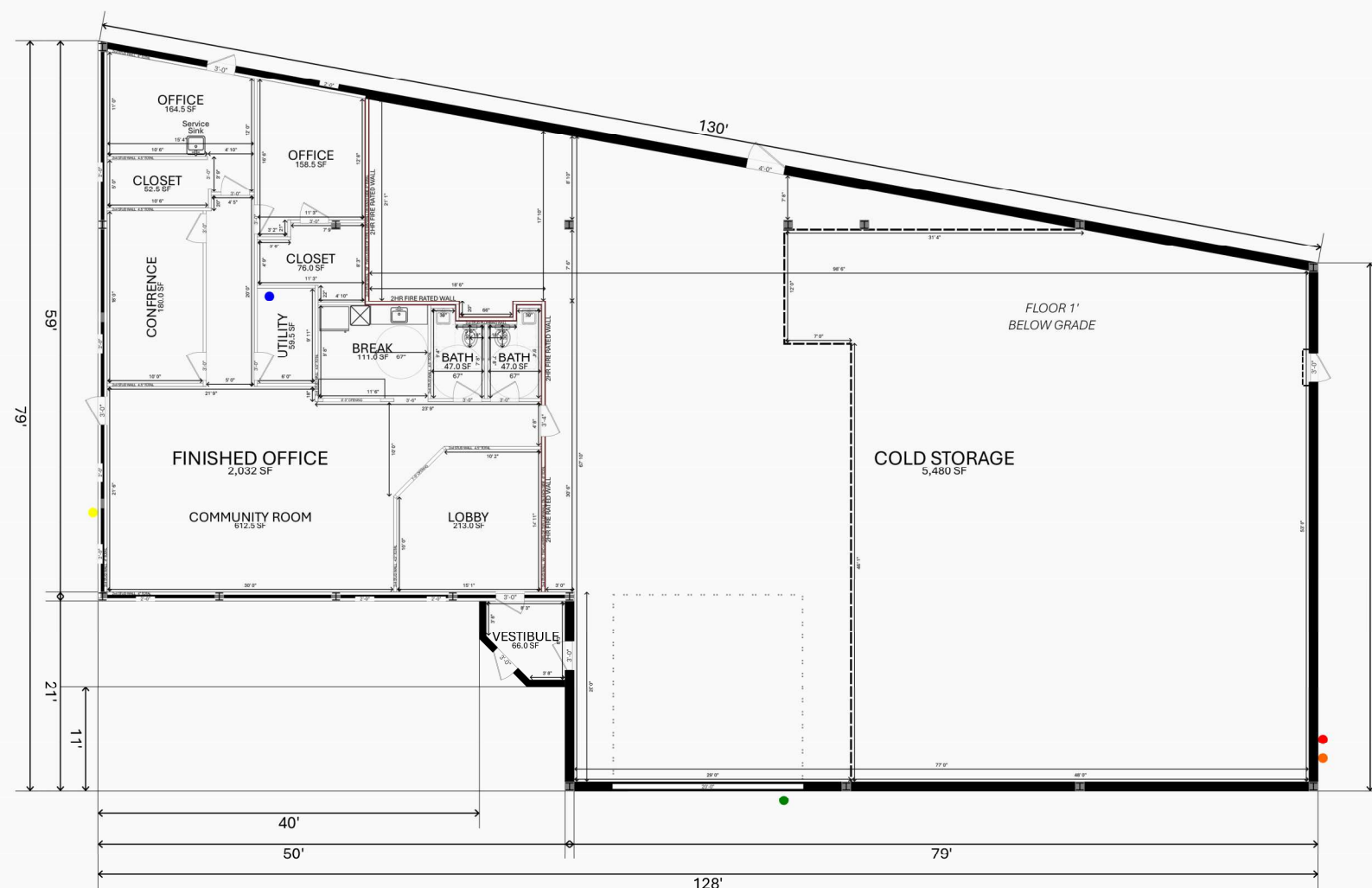
Occupant Load: $2,032/150 = 14$ Occupants

Restrooms: 2 Unisex ADA-Compliant Restrooms

Service Sink: 1 per building, Provided

Ancillary Storage:

20' x 10' Garage Door



N.T.S.



Village of Kimberly REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Purchase of HAL Adult Airway and CPR Trainer

REPORT PREPARED BY: EMS Service Director – Terri Smith

REPORT DATE: 12/01/2025

ADMINISTRATOR'S REVIEW / COMMENTS:

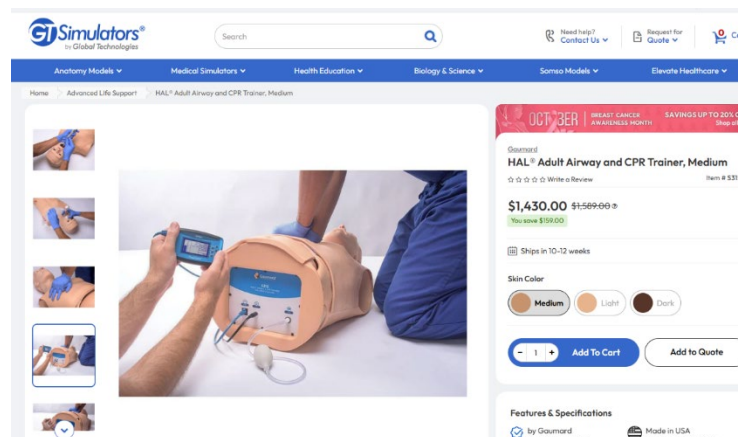
No additional comments to this report DLB

See additional comments attached _____

EXPLANATION:

The EMS Department currently utilizes Gold Cross Ambulance CPR equipment for CPR training. The purchase of this new trainer will allow for in-house CPR certification for both EMS and Fire personnel. Additionally, EMS staff will be able to use the trainer to practice advanced airway management skills.

Kimberly EMS was awarded a \$1,800.00 Gold Cross Ambulance Grant to obtain the trainer. The total cost of the trainer is \$1,430.00, plus \$89.95 for shipping, for a total of \$1,519.95. Funds from the grant have been deposited into the EMS Donation Trust and will be used for this purchase.



Recommended Action: Approve this request to purchase HAL Adult Airway and CPR Trainer using funds from Gold Cross Ambulance grant deposited into the EMS Department Donation Trust Fund in an amount not to exceed \$1,520.00.



November 13, 2025

Village of Kimberly
Attn: Jennifer Weyenberg, Clerk-Treasurer

Re: Village of Kimberly
Municipal Salt Storage Building
Certificate for Payment #4 - Final
McM. No. K0001-09-24-00716

Dear Jennifer:

Enclosed herewith is Certificate for Payment #4 for the above referenced project. This Certificate is issued to Blue Sky Contractors, LLC in the amount of \$28,697.17 for final payment for work performed through November 13, 2025.

Please process the enclosed, and forward payment to Blue Sky Contractors, LLC. Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.

A handwritten signature in black ink, appearing to read "B. Werner".

Brad D. Werner, P.E.
Vice President/ Sr Municipal Engineer

BDW:car

cc: Dani Block – Village of Kimberly
Blue Sky Contractors, LLC

Enclosure: Certificate for Payment #4 - Final

McMAHON

ENGINEERS ARCHITECTS

McMAHON ASSOCIATES, INC.

1445 McMAHON DRIVE PO BOX 1025
NEENAH, WI 54956 NEENAH, WI 54957-1025

TELEPHONE: 920.751.4200
FAX: 920.751.4284

CERTIFICATE FOR PAYMENT

VILLAGE OF KIMBERLY
515 W. Kimberly Avenue
Kimberly, WI 54136

Contract No. K0001-09-24-00716.02
Project File No. K0001-09-24-00716
Certificate No. Four (4) – Final
Issue Date: November 13, 2025
Project: Municipal Salt Storage Building

This Is To Certify That, In Accordance With The Contract Documents Dated: May 22, 2025

BLUE SKY CONTRACTORS, LLC
2300 W. Everett Street
Appleton, WI 54914

Is Entitled To Partial Payment For Work Performed Through: October 22, 2025

- ☒ Contractor's Application for Payment Attached
☒ Itemized Cost Breakdown Attached

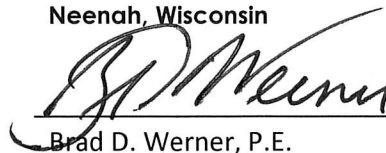
Original Contract	<u>\$216,614.95</u>
Net Change Orders	<u>\$53,715.00</u>
Current Contract Amount	<u>\$270,332.95</u>

Completed To Date	<u>\$270,332.95</u>
Retainage	<u>\$0.00</u>
Subtotal	<u>\$270,332.95</u>
Previously Certified	<u>\$241,635.78</u>

Amount Due This Payment: \$28,697.17

Please process and forward payment to Blue Sky Contractors, LLC.

Certified By:
McMAHON ASSOCIATES, INC.
Neenah, Wisconsin


Brad D. Werner, P.E.

Vice President/ Sr Municipal Engineer

CERTIFICATE FOR PAYMENT #4 - FINAL

VILLAGE OF KIMBERLY
MUNICIPAL SALT STORAGE BUILDING
McM. No. K0001-09-24-00716

Engineer: McMAHON ASSOCIATES, INC.
1445 McMahon Drive
PO Box 1025
Neenah, WI 54956 / 54957-1025

BLUE SKY CONTRACTORS, LLC
2300 W. Everett Street
Appleton, WI 54914

Item	Description	Qty	Unit
1.	Site Mobilization and Bonding	1	L.S.
2.	Footings and Foundation Walls Complete	1	L.S.
3.	Salt Storage Building Asphalt Floor with Base Course Complete	1	L.S.
4.	Salt Storage Building Complete	1	L.S.
5.	Excavation Below Subgrade with Structural Backfill	100	C.Y.
6.	Shingle Roof Complete with 30 Year Architectural Asphalt Shingle Over Synthetic Underlayment	1	L.S.
7.	6 Inch Microfiber Concrete Pavement	815	S.F.
8.	Turf Restoration	1	L.S.
9.	Salvage and Reinstall Fencing	1	L.S.
10.	New 7 Foot High Vinyl Coated Fence with Top Rail	30	L.F.
11.	New Vinyl Coated Gate Post with 8 Inch Diameter Foundation (5' Deep)	1	Ea.

TOTAL (Items 1. through 11., Inclusive)

CHANGE ORDERS

Item	Description	Qty	Unit
CO1.1	Bid Item 2 Footings and Foundation Walls Completed Change Unit Price		
CO1.2	Bid Item 5 Excavation Below Subgrade with Structural Backfill Change Unit Price		
CO2.1	Add Bollards		
CO3.1	Add Electrical		
CO4.1	Concrete Fill In Existing Pipes		
CO4.2	Overhead Door Flush Out		

CHANGE ORDER TOTAL

TOTAL

Bid Quantities		CERT-PAY 01		CERT-PAY 02		CERT-PAY 03		CERT-PAY 04		Completed To Date	
Unit Price	Total	Qty	Total	Qty	Total	Qty	Total	Qty	Total	Qty	Total
\$50,215.00	\$50,215.00	0.50	\$25,108.00		\$19,743.00		\$4,944.00		\$420.00	1.00	\$50,215.00
\$86,429.00	\$86,429.00	0.85	\$54,600.00		\$27,920.00		\$3,909.00			1.00	\$86,429.00
\$12,921.00	\$12,921.00		\$0.00		\$0.00		\$12,921.00			1.00	\$12,921.00
\$38,763.00	\$38,763.00		\$0.00		\$35,189.00		\$3,574.00			1.00	\$38,763.00
\$64.90	\$6,490.00		\$0.00		\$0.00		\$0.00				\$0.00
\$8,567.00	\$8,567.00		\$0.00		\$8,567.00		\$0.00			1.00	\$8,567.00
\$10.73	\$8,744.95		\$0.00		\$0.00	815	\$8,744.95			815.00	\$8,744.95
\$620.00	\$620.00		\$0.00		\$0.00		\$0.00		\$620.00	1.00	\$620.00
\$1,947.00	\$1,947.00	0.53	\$1,025.00		\$0.00		\$0.00		\$922.00	1.00	\$1,947.00
\$47.20	\$1,416.00		\$0.00		\$0.00		\$0.00		\$1,416.00	30.00	\$1,416.00
\$502.00	\$502.00		\$0.00		\$0.00		\$502.00			1.00	\$502.00
\$216,614.95		\$80,733.00		\$91,419.00		\$34,594.95		\$3,378.00		\$210,124.95	

Bid Quantities		CERT-PAY 01		CERT-PAY 02		CERT-PAY 03		CERT-PAY 04		Completed To Date	
Unit Price	Total	Qty	Total	Qty	Total	Qty	Total	Qty	Total	Qty	Total
\$86,429.00			\$0.00		\$0.00		0.00				0.00
\$64.90	\$36,279.10		\$0.00		\$0.00	#####	42,769.10			659.00	42,769.10
\$5,234.00	\$5,234.00		\$0.00		\$1,500.00		\$0.00		\$3,734.00	1.00	\$5,234.00
\$8,867.50	\$8,867.50		\$0.00		\$0.00		\$0.00		\$8,867.50	1.00	\$8,867.50
\$1,868.55	\$1,868.55		\$0.00		\$0.00		\$1,868.55			1.00	\$1,868.55
\$1,468.85	\$1,468.85		\$0.00		\$0.00		\$1,468.85			1.00	\$1,468.85
\$53,718.00		\$0.00		\$1,500.00		\$46,106.50		\$12,601.50		\$60,208.00	
\$270,332.95		\$80,733.00		\$92,919.00		\$80,701.45		\$15,979.50		\$270,332.95	

Completed to Date:	\$80,733.00	\$92,919.00	\$80,701.45	\$15,979.50	\$270,332.95
Retainage:	\$4,036.65	\$4,645.95	\$4,035.07	-\$12,717.67	\$0.00
Subtotal:	\$76,696.35	\$88,273.05	\$76,666.38	\$28,697.17	\$270,332.95
Previous Application:					\$241,635.78
Amount Due This Application:					\$28,697.17

McMAHON

ENGINEERS ARCHITECTS

McMahon Associates, Inc.
1445 McMahon Drive P.O. Box 1025
Neenah, WI 54956 Neenah, WI 54957-1025
Telephone: (920)751-4200
FAX: (920)751-4284

APPLICATION FOR PAYMENT

(Owner)	PROJECT:	Kimberly Salt Storage
Village Of Kimberly	CONTRACTOR	Blue Sky Contractors, LLC
	Contract No.	K0001-09-24-00716.2
	Project No.	25-042 (BSC)
	Application No.	4
	Application Date	11/13/25
	Period From	10/22/25 To 11/13/25

Application Is Made For Payment In Connection With The Above Contract.
The following documents are attached:

- ☒ Schedule Of Values
☐ Schedule Of Unit Prices
☐ Inventory Of Stored Materials

The Present Status Of The Account For This Contract Is As Follows:

Original Contract	\$ 216,614.95	Completed To Date	\$ 270,332.95
Net Change Orders	\$ 53,718.00	Retainage <u>0.5%</u>	\$ 13,516.65 <u>0.00</u>
Current Contract Amount	\$ 270,332.95	Subtotal	<u>270,332.95</u> \$ 256,816.30
		Previous Applications	\$ 241,635.78

Amount Due This Application: \$ 28,697.17

The undersigned Contractor hereby swears, under penalty of perjury, that (1 All previous progress payments received from the Owner, on account of work performed under the Contract referred to above, have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications For Payment under said Contract, being Applications For Payment numbered 1 through _____ inclusive; and 2) All materials and equipment incorporated in said project or otherwise listed in or covered by this Application For Payment are free and clear of all liens, claims, security interests and encumbrances.

Dated 11/13 20 25 Blue Sky Contractors, LLC
(contractor)

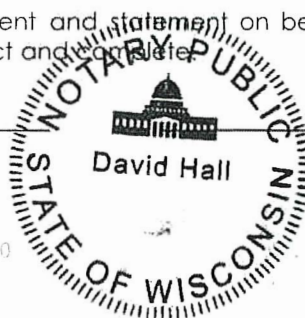
By Noah Meyer - Project Manager
(name & title)

COUNTY OF _____
STATE OF _____

Before me on this 13th day of November 20 25 personally appeared Noah Meyer
known to me, who being duly sworn, did depose and say that he/she is the _____
Project Manager of the Contractor above mentioned; that he/she
(title)

executed the above Application For Payment and statement on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission Expires: 12.21.27



David Hall
(Notary Public)

APPLICATION FOR PAYMENT

TO OWNER:

Village of Kimberly

PROJECT:

Kimberly Salt Storage Building

APPLICATION NUMBER: 4

PERIOD ENDING: 11/13/2025

CONTRACT TYPE: Lump Sum

Project NO: 25-042

PREPARED BY: Noah Meyer

FROM CONTRACTOR

Blue Sky Contractors
2300 W. Everett St.
Appleton, WI 54914

CONTRACTOR'S APPLICATION FOR PAYMENT

Refer to backup sheets attached for detailed breakdown

1 Original Contract Amount:	\$	216,614.95
2 Net Changes to Contract:	\$	53,718.00
3 Total Contract Amount:	\$	270,332.95
4 Total Completed To Date:	\$	270,332.95
a. 100% of Completed Work		
5 Retainage:		
a. 5% of Completed Work		
Total Retainage:	\$	13,516.65
6 Total Completed Less Retainage:	\$	256,816.30
7 Less Previous Applications:	\$	241,635.78
8 Current Payment Due:	\$	28,697.17
9 Balance to Finish Including Retainage:	\$	0.00

CONTRACTOR'S CERTIFICATION:

The undersigned Contractor to the best of his knowledge, information and believe of the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid to him for Work for which previous Certificates for Payment were issues and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Blue Sky Contractors, LLC

DATE: 11/13/2025

State:

WI

Country:

Outagamie

Subscribed & sworn to before me
this 13th day of

November

Notary Public Name:

David Hall

Commission Expiration Date:

12-21-27

EXTRA WORK SUMMARY	ADDITIONS	DELETIONS
Changes From Prev Applications:	\$ 14,101.50	
Changes From This Application:	\$ 39,616.50	
Total:	\$ 53,718.00	
Net Changes:	\$	53,718.00



CONTRACTOR NAME: Blue Sky Contractors, LLC

APPLICATION NUMBER: 4

PERIOD TO: 11/13/2025

PROJECT NO: 25-042 Kimberly Salt Storage

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Site Mobilization and Bonding	\$ 50,215.00	\$ 49,795.00	\$ 420.00		\$ 50,215.00	100%	\$ -	
2	Footings and Foundation Walls Complete	\$ 86,429.00	\$ 86,429.00			\$ 86,429.00	100%	\$ -	
3	Salt Storage Building Asphalt Floor with Base Course Complete	\$ 12,921.00	\$ 12,921.00			\$ 12,921.00	100%	\$ -	
4	Salt Storage Building Complete	\$ 38,763.00	\$ 38,763.00			\$ 38,763.00	100%	\$ -	
5	Excavation Below Subgrade with Structural Backfill	\$ 6,490.00				\$ -	0%	\$ 6,490.00	
6	Shingle Roof Complete with 30 Year Architectural Asphalt Shingle Over Sythentic Underlayment	\$ 8,567.00	\$ 8,567.00			\$ 8,567.00	100%	\$ -	
7	6 Inch Microfiber Concrete Pavement	\$ 8,744.95	\$ 8,744.95			\$ 8,744.95	100%	\$ -	
8	Turf Restoration	\$ 620.00		\$ 620.00		\$ 620.00	100%	\$ -	
9	Salvage and Reinstall Fencing	\$ 1,947.00	\$ 1,025.00	\$ 922.00		\$ 1,947.00	100%	\$ -	
10	New 7 Foot High Vinyl Coated Fence with Top Rail	\$ 1,416.00		\$ 1,416.00		\$ 1,416.00	100%	\$ -	
11	New Vinyl Coated Gate Post with 8 Inch Diameter Foundation	\$ 502.00	\$ 502.00			\$ 502.00	100%	\$ -	
	Change Order Adds								
12	Change Order 2 - Added Bollards	\$ 5,234.00	\$ 1,500.00	\$ 3,734.00		\$ 5,234.00	100%	\$ -	
13	Change Order 3 - Added Electrical	\$ 8,867.50		\$ 8,867.50		\$ 8,868	100%	\$ -	
14	Change Order 4 - Over Ex Material (ITEM 5 ABOVE)	\$ 42,769.10	\$ 42,769.10			\$ 42,769.10	100%	\$ -	
15	Change Order 5 - Concrete Existing Pipes	\$ 1,868.55	\$ 1,868.55			\$ 1,868.55	100%	\$ -	
16	Change Order 6 - OHD Jamb Flush Out	\$ 1,468.85	\$ 1,468.85			\$ 1,468.85	100%	\$ -	
	GRAND TOTALS	\$ 270,332.95	\$ 254,353.45	\$ 15,979.50	\$ -	\$ 270,332.95	100.00%	\$ -	\$ -

CHANGE ORDER LOG: 25-042 Kimberly Salt Storage Project

COR #	STATUS	COR DESCRIPTION	REQUEST BY	ASSIGNED TO	DATE REQUESTED	DATE RESPONDED	DATE APPROVED/REJECTED	VALUE	NOTES
1	Approved	Pre-Con SOV Value Change	Owner	SS	N/A	N/A	6/16/2025	\$ -	
2	Approved	Added Bollards	Owner	NM	8/19/2025	8/26/2025	9/4/2025	\$ 5,234.00	
3	Approved	Added Electrical	Owner	NM	9/2/2025	9/11/2025	9/17/2025	\$ 8,867.50	
4	Approved	Over-Ex Material Calculation	Owner	NM	Project Start	10/8/2025	10/21/2025	\$ 36,279.10	
5	Approved	Concrete Fill in Existing Pipes	Owner	NM	8/19/2025	10/9/2025	10/15/2025	\$ 1,868.55	
6	Approved	OHD Flush Out	Owner/E.Z. Glide	NM/TS	10/10/2025	10/15/2025	10/15/2025	\$ 1,468.85	
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

\$ 53,718.00

Pending CO's N/A

		Final Completion Date
Original Contract Value	\$ 216,614.95	10/17/2025
Approved Change Orders	\$ 53,718.00	10/17/2025
Approved / Current Contract Value	\$ 270,332.95	



Village of Kimberly REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Aspen Birch Room Refresh – Remainder of 2025 Capital Improvement Project CM-25-01

REPORT PREPARED BY: Anna Huber, Deputy Director DPW; Dani Block, Administrator/DPW

REPORT DATE: December 1, 2025

ADMINISTRATOR'S REVIEW / COMMENTS:

No additional comments to this report DLB

See additional comments attached _____

EXPLANATION: The Village of Kimberly has completed the planned improvements related to the Library Remodel, Capital Improvement Project CM-25-01, budgeted amount \$150,000. There were remaining project funds available in the amount of approximately \$34,000. In November staff requested and had approved the use of \$11,700 of the remaining funds for replacement of the hearing loop systems in the Board Room and the Evergreen Room. With this, there is \$22,300 in remaining project funds.

Staff is requesting the Board's consideration of a refresh to the Aspen Birch Room. This is the final room in the Civic Wing in need of upgrades. The proposed refresh includes new flooring, removal of wallpaper, new paint and lastly new furniture. Quotes and product information is attached.

Typical uses of the Aspen Birch Room include: library programming, recreation programming, local board/committee meetings and card playing. The proposed enhancements would allow for all these varying uses to utilize the room safely.

Staff propose the purchase of new furniture from Parallon (through Atmosphere) in order to quickly, easily and safely reconfigure the room throughout the day (this cannot be done now). The room could be quickly cleared for reading programs, set up for a committee meeting or converted into round tables for card playing. This improvement would make the space more useable and safer.

Proposed project scope, not to exceed:

- Flooring: Vinyl Plank Flooring from Floors by Roberts \$6,500
- Furniture: Parallon (or similar) 2 Round Tables, 2 Conference Room Tables, 8 Nesting Chairs \$9,250
- Wall Covering: Wallpaper removal & paint by Village Staff \$2,000
- Total = \$17,750

RECOMMENDED ACTION: Approve the Aspen Birch Refresh Project in an amount not to exceed \$17,750.00 funded by the Complex Trust Fund 101-5700-916.

D&M INTERIORS

309 Allegiance Court
Appleton, WI 54913
Ph(920) 788-5066
Fax(920) 788-2034

TO: Village of Kimberly
ATTN: Craig

PROJECT: Flooring
LOCATION: Aspen room

We purpose to install & furnish the following:

Aspen room	LVP \$3.99 sq ft allowance including removal of existing carpet, prep, and new 4" vinyl base	Total	\$	7,341.00
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Option for Sheet vinyl total would be \$8761.34

QUOTE GOOD FOR 30 DAYS

By:Dave Braun

Date: 9/26/2025

Proposal

11/5/2025 5:51:13 PM

Page 1



Floors by Roberts
2900 N Zuehlke Drive Suite E
Appleton WI 54911
920-739-2092
920-739-7605

Proposal #: **16718**
SaleDate: **11/5/2025**
Next Install:
Sales Rep: **Christine Myers**

SOLD TO:

Attn Anna Huber Kimberly municiple building

,
ahuber@vokimberlywi.gov

SHIPPED TO

Attn Anna Huber Kimberly municiple building
birch room *
civic wing

MATERIALS	QUANTITY	PRICE	TOTAL
1 Allowance - vinyl plank - glue down color- tbc lvp glue down - birch room - full cartons to be confirmed	825.00 SqFt	\$2.69	\$2,219.25
2 Adhesive adhesive	825.00 SqFt	\$0.30	\$247.50
3 Installer Supplies installer supplies- lvp glue down	825.00 SqFt	\$0.10	\$82.50
4 Shipping shipping if a non stock is selected	1.00 Each	\$75.00	\$75.00
5 Primer primer -	786.00 SqFt	\$0.15	\$117.90
6 Covebase 4" vinyl color- tbc covebase 4" vinyl	128.00 LnFt	\$2.00	\$256.00

LABOR	QUANTITY	PRICE	TOTAL
7 Rip Out Paste Cpt. labor * rip out paste carpet	786.00 SqFt	\$0.66	\$518.76
8 Haul away old Carpet per Sqft. disposal/ haul away paste carpet	786.00 SqFt	\$0.11	\$86.46
9 Rip out Covebase labor * cove base removal	128.00 LnFt	\$1.00	\$128.00
10 Haul away old hard surface materials per sqft. disposal / haul away covebase	43.00 SqFt	\$0.25	\$10.75
11 Covebase labor * install covebase	128.00 LnFt	\$2.00	\$256.00
12 Primer labor * primer	786.00 SqFt	\$0.15	\$117.90
13 Luxury Vinyl Plank Install labor * install lvp glue down	825.00 SqFt	\$2.50	\$2,062.50
14 Prepare Area for Installation labor * prep	3.00 Each	\$75.00	\$225.00
15 Misc labor * jambs cut around metal jambs	3.00 Each	\$15.00	\$45.00

Comments: final selection of mateirals to be confirmed and may effect price -
furniture to be moved by owner *
quotes are good for 30 days, 1/2 down required, 3% fee for all credit card payments

SubTotal: \$6,448.52
Misc Chg: \$0.00
Total: \$6,448.52
Payments: \$0.00
Balance: \$6,448.52





California born and bred

We're a leading manufacturer of commercial solutions in the U.S. — and #1 in task chairs. From tables and lounge to screens and more, we've been the go-to destination for comprehensive, build-to-order solutions for over 25 years. We combine award-winning design with the fastest lead times around, and our design and planning services can turn product innovation into your space inspiration. We're able to build almost any specification you want, deliver it when you need it, and offer a level of value no one can match. It's all part of our indie California spirit and drive to be the one place you go for all of your spaces.

Everything to the table

When you want cohesion in spaces large, small, shared or separate, there's Parallon. It's a single collection with a singular look, offering an array of choices for a variety of environments – and all the features to fit.



Meeting

When you work together, good things happen. Our Parallon meeting + conference tables help connect your space-to-space design story.



Training

Ensure design is never a distraction in the places where everyone needs to focus. Parallon training tables give you a well-balanced blend of form, function and features.



Café + Occasional

Continue the cohesion even when it's time to “take five” from meeting or training. Our café + occasional tables help carry the design into your casual and touch-down spaces.



Features + Options

We developed Parallon entirely in-house (from the ground up) to provide a broad yet curated collection that's super easy to specify. Training, café or occasional – you choose from an array of table types, tops, bases and more.



A SINGLE COLLECTION WITH AN ARRAY OF FINISHES MEANS COUNTLESS APPLICATIONS



SEAMLESS CABLE MANAGEMENT OPTIONS UNCLUTTER WORK SURFACES

Closer look



FLIP-TOP MODELS FLIP UP AND NEST TO CREATE SPACE EFFICIENCY



CONNECT TABLES EASILY WITH HANDY GANGING BRACKETS

SOFT-CLOSE TOP WITH QUICK-RELEASE LATCHES ENSURE SWITCHING IS FAST, SAFE AND SECURE



EASY-TO-ACCESS OUTLETS



EASY-TO-CONCEAL OUTLETS PROVIDE CLEAN, CONVENIENT POWER



A MULTITUDE OF SIZES IN A VARIETY OF HEIGHTS

Design harmony

With ample options and features – including a design that's shared across every model – curating cohesion from space to space is a breeze. When it comes to delivering unmatched value and unlimited possibilities, Parallon is unparalleled.



SPECS + MORE

TRAINING



Trapezoid | Half-Round Top

24"D x 48"W
30"D x 60"W



Rectangular Top

18"D x 42", 48", 54", 60", 66", 72"
24"D x 42", 48", 54", 60", 66", 72"
30"D x 42", 48", 54", 60", 66", 72"
36"D x 42", 48", 54", 60", 66", 72"
(Only available with T-Leg)

Modesty Screen Options:
Compatible with Sector
frosted acrylic, Motif fabric
and laminate modesty screens

Power Options:
Standalone
Daisy chain multi-user
4-circuit hardwire

MEETING + CAFÉ + OCCASIONAL



Round | Square Top

24", 30", 36", 42", 48", 54", 60"
(54" and 60" only available with X-base
and 29" and 36" base height)



Rectangular | Racetrack Top

24" x 60" • 30" x 72", 84", 96"
36" x 72", 84", 96"
(Only available with dual disc and cafe
base height)

Power Option:
Standalone

TABLETOP FINISHES

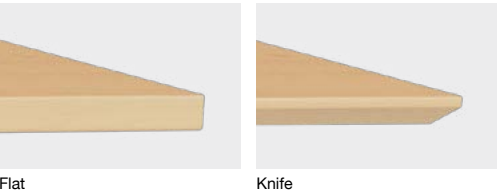
GRADE 1



GRADE 2



EDGE PROFILES



BASE COLORS



BASE OPTIONS

CAFÉ & OCCASIONAL



X-base
Disc base
Café Base Height: 29", 36", 42" • Occasional Base Height: 16", 20"

TRAINING



T-Leg (Fix-Top, Flip-Top)
C-Leg (Fix-Top)
Options: Glide or Casters